



## REQUEST FOR QUOTATIONS

Arizona Game and Fish Department  
Print Shop  
2221 West Greenway Road  
Phoenix, AZ 85023

RFQ NO.: Q05-09-K  
Quotations will be accepted until 5:00 p.m.  
on October 8, 2004.

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Date: October 1, 2004

### VENDOR NOTICE

#### THIS IS NOT A PURCHASE ORDER

**Vendor should quote his best net price, FOB destination, including all delivery charges, including applicable taxes.** Delivery schedule and discount for early payment should be indicated in spaces provided below. Return your quotation promptly to the requesting Region/Branch at the FAX number indicated below. **NOTE: The State of Arizona's Uniform Terms and Conditions, and Instructions to Offerors are hereby incorporated by reference. These documents may be accessed at [www.azspo.az.gov](http://www.azspo.az.gov) or by manually calling the State Procurement Office at (602)542-5511. A copy of these documents are on file and available for review in the Arizona Game and Fish Department Purchasing Office. It is the Offeror's responsibility to obtain the current revision of these documents.**

This procurement is expected to be between **\$1,000.00 and \$10,000.00**. In accordance with A.R.S. § 41-2535 and A.A.C. R2-7-335 this purchase is restricted to small businesses. A small business is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and which employs fewer than 100 full-time employees or which had gross receipts of less than \$4 million dollars in its last fiscal year (A.R.S. Section 41-1001-14). **BY SUBMITTING A QUOTE IN RESPONSE TO THIS SOLICITATION, AN OFFEROR CERTIFIES THAT IT IS A SMALL BUSINESS AS DEFINED ABOVE.**

#### DELIVERY POINT:

Arizona Game & Fish Department  
2221 W. Greenway Road  
Phoenix, Arizona 85023-4399

Representative: Elizabeth Kellim  
Phone No.: 602-789-3461  
FAX No.: 602-789-3922

### VENDOR QUOTATION

Item	Qty	Unit	Description	Unit Price	Extended Price
1	1	Ea.	Fiberglass Camper Shell, Camper Shell for a 2004 Extended Cab GMC Shortbed Truck per specifications listed on page 6.	\$_____	\$_____
<b>NOTE: PRICE INCLUDES ALL DELIVERY &amp; INSTALLATION CHARGES. NO ADDITIONAL CHARGES WILL BE ALLOWED. ALL ACCESSORIES SHALL BE INSTALLED TO THE AGFD'S APPROVAL.</b>				Subtotal	\$_____
THIS IS NOT A PURCHASE ORDER					

#### THIS SECTION MUST BE COMPLETED BY VENDOR

Company Name	Address	City	State	Zip	Phone #
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Delivery is promised within \_\_\_\_\_ calendar days after receipt of an order. If payment is made within \_\_\_\_\_ days after receipt of goods or services, the buyer is entitled to a discount of \_\_\_\_\_% on the above-listed price(s).

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Signature	Date	Typed Name and Title
Tax ID No. _____ "AN EQUAL OPPORTUNITY AGENCY" <b>FAX No.:</b> _____		



**REQUEST FOR QUOTATIONS  
(Continuation Sheet)**

Arizona Game and Fish Department  
Print Shop  
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RFQ NO.: Q05-09-K  
Quotations will be accepted until 5:00  
p.m. on October 8, 2004.

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Date: October 1, 2004

**VENDOR NOTICE**

**DELIVERY POINT:**

Arizona Game & Fish Department  
2221 W. Greenway Road  
Phoenix, Arizona 85023-4399

Representative: Elizabeth Kellim  
Phone No.: 602-789-3461  
FAX No.: 602-789-3922

**VENDOR QUOTATION**

**Vendor Certification:**

**Small Business**

A small business concern is defined as a business, including its affiliates, which is independently owned and operated; is not dominant in the field of operations in which it is bidding on State contracts; and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria as prescribed by the Small Business Administrations.

☐ This company is a small business concern.

☐ This company is not a small business concern.

**Minority Business Enterprise**

A minority business enterprise is defined by Section 3 of the Small Business Act as a small business that is owned and controlled by one or more minorities or women. Owned and controlled means a business that is at least 51 percent owned

by one or more minorities or women. In the case of a publicly owned business at least 51 percent of the stock must be owned by one or more minorities or women and the management and daily business operations must be controlled by one or more of said individuals. Minority group members shall consist of those groups defined under Section 8 (a) of the Small Business Act.

\_\_\_\_ This company is a minority business enterprise.

\_\_\_\_ This company is a woman owned business enterprise.

\_\_\_\_ This company is not a minority business enterprise

**THIS IS NOT A PURCHASE ORDER**

Tax (% \_\_\_\_\_ )

\$ \_\_\_\_\_

**GRAND TOTAL**

\$ \_\_\_\_\_



## SPECIAL TERMS AND CONDITIONS

SOLICITATION NO. Q05-04-K

Arizona Game and Fish Department  
Purchasing Office  
2221 West Greenway Road  
Phoenix, Arizona 85023-4399

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### 1. PURPOSE

The purpose of this Request for Quotation (RFQ) is to purchase a steel frame camper shell for Arizona Game and Fish Department in accordance with the solicitation requirements listed.

### 2. CIVIL RIGHTS NOTIFICATION

The Arizona Game and Fish Department prohibits discrimination on the basis of race, color, sex, national origin, age, disability in its programs and activities. If anyone believes they have been discriminated against in any of the AGFD programs or activities, including its employment practices, the individual may file a complaint alleging discrimination directly with the AGFD Deputy Director, 2221 W. Greenway Rd., Phx., AZ 85023, (602) 789-3290, or the U.S. Fish and Wildlife Service, 4040 N. Fairfax Dr., Suite 130, Arlington, VA 22203. If you require this document in an alternative format, please contact the AGFD Deputy Director as listed above or call TTY at 1-800 367-8939.

### 3. NEW EQUIPMENT

All equipment supplied pursuant to this specification shall be new, unused, current production models equipped as described in the manufacturer's published literature and specification sheets. The equipment specified herein shall be equipped with those items normally supplied in the stream of commerce.

### 4. DELIVERY

Delivery is desired as soon as possible, but required no later than 25 days after receipt of order.

Bid prices shall be F.O.B. Destination, including all delivery and installation charges, Arizona Game & Fish Department, 2221 W. Greenway Road, Phoenix, AZ 85023. All risks of transportation and all related charges shall be the responsibility of the contractor. All claims for visible or concealed damage shall be filed by the Contractor. The State will notify the Contractor promptly of any damaged goods and shall assist the Contractor in arranging for inspection.

Delivery shall be accomplished during normal working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday.

### 5. BRAND NAME OR EQUAL SPECIFICATION

The brand name or equal specification used in this solicitation is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Any offer which proposes equal quality, design, or performance will be considered if the product offered is identified in the quote, including sufficient technical information, and is determined by the State to be an equal in all material respects to the brand name product referenced in the solicitation. The AGFD shall have sole discretion in determining whether or not the brand quoted is an equal.

### 6. METHOD OF PAYMENT

The vendor shall be paid within 30 days of the receipt of an itemized invoice. All payments shall be made in arrears.

### 7. INSURANCE



## SPECIAL TERMS AND CONDITIONS

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Arizona Game and Fish Department  
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**Contractor's Obligations:** Without limiting any liabilities or any other obligation of the Contractor, the Contractor will purchase and maintain insurance coverage listed below. Coverage will be provided with forms and insurers acceptable to the State of Arizona until all obligations under this Contract are satisfied. All insurers must be authorized to do business in the State of Arizona by the Arizona Department of Insurance and possess a current AM Best, Inc. rating of at least A VII.

**A.** Commercial General Liability, with minimum limits of \$1,000,000 per occurrence, and minimum unimpaired Products and Completed Operations aggregate and General Aggregate minimum limits of \$2,000,000. Coverage will be at least as broad as the Insurance Service Office, Inc. Form CG00010196, issued on an Occurrence basis. The policy will include coverage for:

- Bodily Injury;
- Broad Form Property Damage (including completed operations);
- Personal Injury;
- Blanket Contractual Liability;
- Products and Completed Operations, and this coverage will extend for one year past acceptance, cancellation or termination of the services or work defined in this contract;
- Fire Legal Liability;

**B.** Business Automobile Liability, with minimum limits of \$1,000,000 combined single limit per occurrence, with respect to claims arising from the ownership, maintenance or use of any auto assigned to or used in the performance of this contract. This requirement may be modified at the discretion of Arizona Game and Fish Department to acknowledge coverage provided by a Family or Personal Automobile Liability policy endorsed to cover Business Use of the vehicle(s) used in performance of this contract.


**C.** Workers Compensation and Employers Liability insurance as required by the State of Arizona Workers Compensation statutes, as follows:

Workers Compensation (Coverage A):	Statutory Arizona benefits;
Employers Liability (Coverage B):	\$500,000 each accident;
	\$500,000 each employee/disease;
	\$1,000,000 policy limit/disease.

Policy will include endorsement for All State coverage for state of hire.

**D.** Professional Liability Insurance with minimum limits of \$1,000,000 (Each Claim and/or Each Wrongful Act and/or Each Loss) and an unimpaired aggregate limit of \$1,000,000 with respect to this contract. The Retroactive Coverage Date (if written on a Claims-Made form) will be the same as the effective date of this contract. The policy will cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract and, at the discretion of the State of Arizona and the Arizona Game and Fish Department, will include one of the following types of Professional Liability policies:

- Errors and Omissions
- Medical Malpractice
- Druggists Professional
- Architects/Engineers Professional
- Lawyers Professional
- Teachers Professional

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- Accountants Professional
- Social Workers Professional
- Other (Specify profession from Scope of Work)

The policy will contain an Extended Claim Reporting Provision of not less than one year following termination of the policy.

- E.** The State of Arizona and Arizona Game and Fish Department reserves the right to request and receive certified copies of all policies and endorsements within ten calendar days of contract signature.
- F.** In case any work is subcontracted, the Contractor will require all Subcontractors to provide comparable coverage.
- G.** Failure on the part of the Contractor to procure or maintain required insurance will constitute a material breach of contract upon which the Contracting Agency may immediately terminate this Contract.
- H.** The policies required by the Commercial General and Business Automobile Liability Sections herein will be endorsed to include the State of Arizona and Arizona Game and Fish Department as additional insured and will require that the insurance provided by Contractor will be primary insurance and that any insurance carried by the State of Arizona and Arizona Game and Fish Department will be excess and not contributory insurance to that provided by Contractor.
- I.** Certificates of Insurance acceptable to the State of Arizona and Arizona Game and Fish Department will be issued and delivered prior to the commencement of the work defined in this contract, and will identify this contract and include certified copies of endorsements naming the State of Arizona and Arizona Game and Fish Department as Additional Insured as required. The insurance policies required by this paragraph will contain a provision that coverages afforded will not be cancelled or materially altered until at least 60 days prior written notice has been given to the State of Arizona and Arizona Game and Fish Department.
- J.** Failure on the part of the Contractor to meet these requirements will constitute a material breach of contract, upon which the State of Arizona and Arizona Game and Fish Department may immediately terminate this agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all monies so paid by the State of Arizona and Arizona Game and Fish Department will be repaid by the Contractor upon demand, or the State of Arizona and Arizona Game and Fish Department may offset the cost of the premiums against any monies due to the contractor. Costs for coverages broader than those required or for limits in excess of those required will not be charged to the State of Arizona and Arizona Game and Fish Department. Contractor and its insurer(s) providing the required coverages will waive their rights of recovery against the State of Arizona, its Departments, Employees and Officers, Agencies, Boards and Commissions.
- K.** If the contractor is the State of Arizona, its departments, agencies, boards and commissions, then the above will not apply.

## 8. INDEMNITY

The parties to this contract agree that the State of Arizona, its departments, agencies, boards and commissions shall be indemnified and held harmless by the contractor for the vicarious liability of the State as a result of entering into this contract. However, the parties further agree that the State of Arizona, its departments, agencies,

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boards and commissions shall be responsible for its own negligence. Each party to this contract is responsible for its own negligence.

If the contractor is the State of Arizona, its departments, agencies, boards and commissions, then the above shall not apply.

**9. CIVIL RIGHTS ASSURANCE STATEMENT**

The Contractor and Subcontractors are subject to Title VI of the Civil Rights Act of 1964, Section 504 of Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendment of 1972, and offers all persons the opportunity to participate in programs or activities regardless of race, color, national origin, age, sex, or disability. Further, it is agreed that no individual will be turned away from or otherwise denied access to or benefit from any program or activity that is directly associated with a program of the RECIPIENT on the basis of race, color, national origin, age, sex (in educational activities) or disability.”

NOTE: An Assurance Statement shall be required to be signed by an individual, private organization, or institution receiving fish and wildlife conservation assistance under the following circumstances:

1. If the premises are at any time opened to the public;
2. If Hunter or Aquatic Resource Education, or any other information/education program sponsored by a fish and wildlife department, is held on private property.

**10. WARRANTY**


All equipment purchased on this bid shall be purchased from one Contractor. That one Contractor shall be fully responsible for all warranty performance relating to any part or component of the purchased equipment. AGFD will require a limited lifetime warranty on structure and color.

**11. TRANSPORT**

The Contractor shall be fully responsible for the transport of the equipment to and from the AGFD destination point, and for the correction of items of workmanship not in compliance with the specifications.

The Contractor shall be responsible for any loss of or damage to AGFD property while such property is in his possession and/or subject to his control.



	<b>SPECIFICATIONS</b>		Arizona Game and Fish Department Purchasing Office 2221 West Greenway Road Phoenix, Arizona 85023-4399
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## **SPECIFICATIONS FOR FIBERGLASS CAMPER SHELL**

1. Camper Shell for a 2004 Extended Cab GMC Shortbed Truck
2. Painted to match the truck – GMC Paint Code 63U: Sport Red Metallic
3. Black Interior Carpet Headliner
4. Rear Brake light installed on camper shell
5. One-piece twist-out side windows.
6. 12 volt Dome light inside with switch on light
7. Wood Paneled with fiberglass insulation
8. Install camper door with drip guard, hinged at right side, window to be installed on camper door. Recess the back of the camper to accommodate the tailgate. (Tailgate shall remain on truck) Camper door latch must lock and have 2 keys at time of delivery.
9. Electrical shall be fused and wired to operate properly. All wires shall be attached to the body or frame with insulated metal clamps and screws. (No wire shall hang loose or below the frame) Mounting included in cost.
10. Camper to be mounted on truck with foam / sealant to keep dust and water out from inside the camper
11. Camper to be mounted with bolts, nuts, and lock washers.
12. Rotary latches with D-ring strikers
13. Insulated Roof
14. Warranty on Structure (\_\_\_\_\_)

**NOTE: NO ADDITIONAL CHARGES WILL BE ALLOWED.**

**Bid prices shall be F.O.B. Destination, including all delivery and installation charges,** Arizona Game & Fish Department, 2221 W. Greenway Rd., Phoenix, Arizona 85023.

